

MILPERSMAN 1910-402

ADMINISTRATIVE BOARD AND NOTIFICATION PROCEDURES

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Reference	(a) Manual for Courts-Martial United States (2008 Edition), Part IV, Punitive Articles
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1. **Notice**. As outlined in MILPERSMAN 1910-400, a member may be processed for administrative separation (ADSEP) by either notification or administrative board procedures. The processing command will retain a signed copy pending receipt of the member's response. After the member responds, the processing command will maintain the original response for the ADSEP package. The member will be given a completed signed copy.

Note: When ADSEP processing is started for any nuclear trained enlisted member, the processing command must notify the Office of Chief of Naval Operations (OPNAV), Nuclear Enlisted Program (OPNAV N133).

2. **Forms**

a. NAVPERS 1910/31 Administrative Separation Processing Notice must now be used by commands in place of previously prescribed methods to notify Service members that they are being processed for administrative separation by either an administrative board procedure or a notification procedure (as appropriate). The standard format for either procedure appears on NAVPERS 1910/31 when the user selects the corresponding radio button located above the top margin of the form. The form may be accessed and downloaded for use from the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

b. Open NAVPERSCOM 1910/31 from the above Web address, and choose the appropriate procedure by selecting the corresponding radio button located above the top margin of the form:

- (1) Notification procedure; or
- (2) Administrative board procedure.

Note: NAVPERS 1910/31 (Rev. 06-2015) supersedes all previous notification forms and procedures. MILPERSMAN 1910-404 Notice of Administrative Board Procedure has been cancelled and is superseded by this update.

3. **Reason(s) for ADSEP Processing.** List the basis of the proposed separation, including the circumstances upon which the action is based, and a reference to the applicable provisions of the Navy Department's implementing policy regulation (MILPERSMAN). When more than three reasons for ADSEP processing apply, list all the reasons for which the member qualifies and corresponding references for each on a plain sheet of paper, which must then be attached to the form, and enter "See attached" in Block 4a.

4. **Examples of ADSEP Processing Reasons.** The following reasons (not all inclusive) are listed as examples to be recorded on the notice:

a. Notification Procedures

- (1) Convenience of the Government - Physical or Mental Condition (not a disability);
- (2) Convenience of the Government - Personality Disorder;
- (3) Convenience of the Government - Parenthood;
- (4) Separation by Reason of Misconduct - Commission of a Serious Offense (as evidenced by violation per reference (a));
or
- (5) Separation by Reason of Alcohol Rehabilitation Failure.

b. Administrative Board Procedures

- (1) Misconduct - Commission of a serious offense/civil conviction as evidenced by indecent assault on a child/minor, possessing child pornography, physical abuse of a minor, larceny, assault and battery, etc.;

(2) Misconduct - Drug Abuse as evidenced by positive urinalysis, admission of drug usage, possession of drugs/paraphernalia, trafficking drugs, etc.; or

(3) Pattern of misconduct as evidenced by two or more nonjudicial/civil/courts-martial within current enlistment.

Note: For any other ADSEP processing reasons, refer to other MILPERSMAN articles.